

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES
November 14th, 2019
NIP Auditorium – 900 Route 9 North Woodbridge, NJ at 10:00am**

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:06AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

Swearing in new Commissioner – Sonia Neira (Alternate Commissioner) for City of Perth Amboy

ROLL CALL OF FUND COMMISSIONERS

City of Passaic – Rick Fernandez
City of East Orange – ABSENT
City of Orange – Marty Mayes
City of Perth Amboy – Sonia Neira
City of Plainfield – Ron West
Borough of Roselle – Jack Layne
Township of Teaneck – Dean Kazinci
Town of West New York – ABSENT

APPROVAL OF MINUTES OF October 22nd, 2019 Meeting

MOTION: Commr. Fernandez
SECOND: Commr. West
ABSTAIN: Neira

City of Passaic – Rick Fernandez
City of East Orange – ABSENT
City of Orange – Mary Mayes
City of Perth Amboy – Sonia Neira
City of Plainfield – Ron West
Borough of Roselle – Jack Layne
Township of Teaneck – Dean Kazinci
Town of West New York – ABSENT

ADOPTION OF RESOLUTIONS

- **Resolution 26-19 – Approving Certain Disbursements** – \$13,561.77 (October 22, 2019)
- **Resolution 27-19 – Approving Claims Payments** – \$1,005,557.66 (October 22, 2019)

MOTION: Commr. West

SECOND: Commr. Kazinci

ABSTAIN: Neira

- **Resolution 28-19 – Approving Certain Disbursements** – \$49,993.55
- **Resolution 29-19 – Approving Claims Payments** – \$1,035,801.30

MOTION: Commr. Layne

SECOND: Commr. Kazinci

ABSTAIN: Neira

EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)

- **Fast Track** - Mr. Hall discussed the FastTrack report as of September 30, 2019. The October 30 report will be distributed as soon as the Fund receives and processes the member TPA data for the month.
- **RFP’s for 2020** - Mr. Hall reported that the bid window had closed. He and the Fund Attorney will be reviewing the proposals received and will present recommendations to the Executive Committee next month.
- **Social Media Seminar** - The Fund will be holding a Social Media Seminar in January 2020. The seminar will be recorded and will be available in the Learning Management System for all elected officials to view.
- **Draft 2020 Budget** - Mr. Hall presented the draft 2020 budget. As in previous years, the draft budget is preliminary, is very conservative in nature, and is subject to downward revision due to excess insurance and expense negotiations.

TREASURER’S REPORT (Patrick DeBlasio)

- Mr. DeBlasio reported that monthly financial report and cash management account has been reviewed. He advised that the Fund has met all outstanding obligations and its financial position is secure. There were no questions.

UNDERWRITING REPORT (Robert Smith)

- **NJLM Cocktail Reception** - Please join us on November 20th at 5pm for our third annual Cocktails at the Continental reception.
- **2020 Renewals** - Please talk with your risk managers and get all your ancillary apps in. Please note that many of these are separate placements and as such, no policy can be issued without the receipt, review and acceptance of the application and any additional info required.

SAFETY REPORT (Anthony Ven Graitis)

- **Speaker** - Cyber Security and Training-Michael Markulec of HTG and Symbol Security - Michael spoke about the recent claims of phishing and ransomware impacting municipalities across the country and in New Jersey. In addition to taking precautions including backing up data on a regular basis and installing proper software to prevent viruses, training of employees was discussed. Craig Sandman of Symbol Security spoke about municipal employees being the last line of defense against expensive security breaches. Symbol strengthens awareness of employees and helps employers mitigate Cyber Risk. HTG and Symbol Security are offering a training option which costs \$30 per month per employee and is supported by the Risk Control Department.
- **Preparing for Proper Snow/Ice removal** - removal Employees must dress in layers and account for temperatures, wear proper PPE, including footwear, and make sure to properly stretch before strenuous exercise. In addition, due to the risk of cardiovascular stress, employees should shovel snow using care including taking frequent breaks, hydrating properly, reduce the amount of lifting and push the snow instead, and do not twist when shoveling to prevent back injuries. Staff should also properly clean gutters and downspouts to reduce the chance of ice damming and clean catch basins to prevent the backing up and freezing of water.
- **Driver Training**-slippery conditions - Drivers need to slow down when driving in poor driving conditions, increase the amount of distance between them and other vehicles, and stay off the roads if possible. Risk Control as live, in person training including CEVO and Defensive Driving classes, and has numerous online courses available.
- **HR Law Seminar Reminder**-dates 12/3, 12/10, and 12/16 - The HR Municipal Law Seminar is scheduled for 12/3, 12/10, and 12/16. This three-day seminar will address critical topics including “Applying Equal Employment Opportunity Law and Preserving a Legal Defense”, “Managing incidents of Whistleblowing and Retaliation” and “How to Conduct an Internal Investigation”. An announcement will be distributed in the near term with additional information. Price is reduced from \$750 to \$500 per attendee.
- **Wellness Update** - The next wellness challenge will be an awareness/education challenge, where employees will be required to read two articles a week for six weeks. Articles will be posted on each municipality’s LMS and tracked when read. Employees will earn points for each article read to qualify for prizes. Municipalities will also be awarded prizes for having the highest percentage of articles read per employee in the municipality.
- **Snowplow Rodeo Recap** - The third annual snowplow rodeo was held at the Freehold Raceway on November 4. 60 attendees participated, with 46 drivers and witnessed by Mayors and Councilmembers. An announcement will be made in the upcoming weeks on the final results. It was a great event and we thank the Borough of Freehold for all of their support and effort.
- **Roadway Animal Incidents** - Animal-vehicle collisions are not only costly but can be dangerous. From 2001 to 2011, animal collisions contributed to more than 2,080 fatal crashes nationwide. There were 211 deaths from collisions with animals in 2017, these deaths occurred most often during July-September. Between July 1, 2018 and June 30, 2019 one out of every 116 drivers had an insurance claim from hitting an animal. Whether a deer, dog, moose or squirrel, animals on the roadway are unexpected, and their actions can be erratic and unpredictable, creating a dangerous situation for motorists. Most wildlife-vehicle collisions occur during the fall and winter, and many are

preventable. A bulletin will be issued in the next week with relevant information you should share with all employees.

CLAIMS REPORT (Conrad Cyriax, Robert Persico & James Renner)

- **Monthly Claims Department Key Performance Indicators for October 2019 -** Conrad Cyriax provided the Commissioners with the Claims Report. Key performance indicators of Claims Department activity were fully discussed including the number of new claims received and the sum of claims closed during the preceding month. Frequency trends affecting the Fund were discussed as well as other critical measurements of Claims Department activity such as closing ratio.
- **FLSA Seminar & WC Seminar -** Conrad also discussed plans for three (3) upcoming seminars with the Commissioners.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Fernandez made a motion to adjourn the meeting at 11:13am and West seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO, PRESENT:

Madeline Delgado – NIP
Anthony VenGraitis – NIP
Keith Skeba – NIP
Suzanne Rajsteter – First MCO
Jack Zisa – RMC
Michael Giffith – NIP
Abby Levensen – City of Plainfield
Nancy Fowlkes – Inservco
Patti Fahy – Acrisure
Frank Kelly – BGIA
George Crosby – BGIA
Kathleen Guze – D & H Alternative

Rob Smith – NIP
Conrad Cyriax – NIP
Brian Erlandsen – BGIA
Michael O’Connell – PQA
Robert Persico – NIP
Jim Renner – NIP
John Shahdanian – Teaneck